



Quarterly Report to the Citizens

Letter from the Mayor

Dear Citizens,

Happy New Year 2005!

Our holidays have passed with family and friends and 2005 is starting out as another busy year for the city.

Council has just completed interviewing candidates for the position of city administrator on January 10 and hopefully there will be some decision made by the end of the month. Presently, council has given me the responsibility to carry out the day to day operations of the city and we have successfully succeeded because of the help and cooperation of the staff and managers for the past four months.

Our budget process was completed in December and council will be addressing other projects but particularly, our downtown redevelopment progress. The demonstration project will start soon but it is frustrating for council and staff to realize how much time, effort and dollars goes into putting a shovel in the ground. There are endless meetings that staff attends with the Department of Transportation, our consultants, Qwest and other interested parties.

However, because we must use federal dollars there are rules we must follow to receive the funds that match our contribution to upgrade the sidewalks, traffic and safety features.

In closing, I'd like to thank the staff and volunteers in the city who participated in preparing food baskets as well as coordinated the Thanksgiving and Christmas dinners held in Memorial Hall. You all know who you are and I thank you so much for your giving hearts to those who needed a boost in spirit.

Sincerely,

Marcy Morrison
Mayor

**City Offices will be Closed
on the Following Date**

Monday, February 21, 2005
PRESIDENT'S DAY

To find out what is happening in Manitou Springs you are welcome to attend City Council meetings the first and third Tuesday of every month, beginning at 7 p.m., in Council Chambers, City Hall, 606 Manitou Avenue.

You are also welcome to volunteer in your city government by becoming a member of a board or commission.

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CITY OF MANITOU SPRINGS

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Finance Department

By Mike Leslie, *Finance Director*

General Election / Downtown Revitalization / Revenue Bonds / Federal Grants / Nolte Contract / Shoshone Spring Demonstration Project

On January 1, 2004 and in response to the results of the November 2003 general election, City sales and use taxes were increased .3% for the purposes of conducting the Downtown Revitalization Project. Voters additionally authorized the city to incur debt for this project and in January, the city issued revenue bonds bringing principal of \$1,850,000 at with 4.52% terms of 16 years. The largest part of these project funds is being utilized to leverage federal transportation enhancement and metro grant funds, of which \$2,854,000 has been committed. The Downtown Revitalization Project is a multi-year 5 phase project, the first phase being the Shoshone Spring Demonstration Project.

On January 20, 2004, the City entered into a design contract with Nolte Associates for the final design of the Shoshone Spring Demonstration Project and preliminary design of the remainder of the phases of the Downtown Revitalization Project. The negotiated price of this design project is \$409,000.

The City negotiated with Colorado Springs Utilities (CSU) to use its System Improvement Fund to assist with the under-grounding of overhead electrical utilities and the installation of decorative/historic street lighting. CSU is paying half of that expense with the City's share of \$652,000 to be paid through a reduction in the City's franchise tax from 8% of electrical commodity sales to 2%.

The City is still in negotiations with Qwest concerning the under-grounding of telephone lines. Qwest occupies the project area in a right-of-way possessed by the Colorado Department of Transportation by permit and has no property rights in the project area. Qwest has been advised by CDOT that they may be required to vacate the right-of-way for this transportation enhancement project and may utilize trenching provided by the project to under-ground it's utility as part of that vacation if they wish. Qwest disputes that this is a valid transportation project and whether they must vacate the right-of-way. Qwest has agreed to cooperate with the project at this time to avoid project delay, with the provision that they retain the ability to file a claim against the City/CDOT. All other utilities are participating in the project without reservation.

The City received its notice to proceed on the Shoshone Demonstration Project on December 17 from the Colorado Department of Transportation and the Federal Highways Administration. The City advertised for contractors for the Shoshone Demonstration Project in the week

following and held its mandatory pre-bid conference on January 11, 2005. Bid opening is scheduled for January 20 and it is anticipated that construction may begin in February, on the acceptance of an acceptable bid. The Shoshone Spring Demonstration Project has an estimated construction period of 75 days.

Manitou Avenue Cover Coat Chip Seal Project

The City and the Colorado Department of Transportation entered into a joint contract to resurface Manitou Avenue from the 1300 block to the 100 block with chip seal cover coat. The cover coat was selected because of it's cost compared to asphalt overlay and it is estimated that the surface would extend the life of the roadway for the next 5 years through the Downtown Revitalization Project which includes overlay. The Colorado Department of Transportation agreed to pay 60% of the \$88,962 project cost. This project also included re-striping and a change of the traffic configuration from 4 lanes to 3 lanes from the 300 block of Manitou Avenue through the 1300 block. The 3-lane configuration is a necessary component of the design of the downtown area as illustrated in the streetscape project.

FY2004 Budget Process

The City of Manitou Springs adheres to a December 31 fiscal year and amends its budgets and appropriations twice during each year – in June and December. The City begins its final budget/appropriation process in July where it completes final appropriation for the current fiscal year and budgets for the coming year. This six-month process involves extensive input from (continued page 3)

City Telephone Numbers

New Web Address.....	www.manitousprings-co.gov
Accounts Payable	685-2565
Administration.....	685-5596
City Clerk	685-2554
Code Enforcement	685-2543
Finance Department.....	685-5481
Fire Dept. (non emergency)	685-1444

Hall Rental Information.....	685-2565
Library.....	685-5206
Planning Department	685-4398
Police Dept. (non emergency)	685-5407
Public Services	685-2573
Swimming Pool.....	685-9735
Water Billing	685-2579

Finance Department— (continued)

(continued from page 2) department managers and board chairs concerning the budgets of their operating departments, and this year, resulted in 8 city council meetings and work-sessions.

The amended FY2004 and FY2005 budgets were appropriated on December 7, 2004. The FY2004 General Fund Budget was amended with an unreserved ending fund balance of \$339,063. Revenues were \$4,284,673 and expenditures were amended at \$3,934,352. The FY2005 General Fund Budget was budgeted with \$4,122,458 in expected revenues and \$4,034,975 in expenditures with an unreserved ending fund balance of \$115,389.

The City oversees 12 other funds/operating budgets, but it is the general fund from which the majority of city services are funded. The City will begin its annual independent audit of our financial records and the results of that audit will be presented to City Council during the month of April. The City's current auditor is Jaspers + Hall, P.C.

GASB34

The City of Manitou Springs is required to convert its FY2004 financial statements to the standard dictated by the Governmental Accounting Standards Board's proclamation number 34 (GASB34). One of the major requirements of GASB 34 is the reporting of depreciation on general government infrastructure assets by function. For many years the City accounted for all City- owned land, buildings, vehicles and equipment used in the Police, Fire, Pool, Library, Streets, Parks, Planning and Administrative functions. But generally accepted accounting principles ("GAAP") did not require the accounting for the accumulated investment in streets, sidewalks, bridges and other general government infrastructure assets—nor the current cost of using those assets, including their replacement at the end of their useful lives (called "depreciation").

On August 3, 2004 City Council authorized our CPA auditors, Jaspers + Hall, to prepare a plan for implementation of the City's audit and reporting requirements under the mandated GASB 34. The Finance Department, to date, has completed compiling data on its fixed assets; land, buildings and equipment, and is currently inventorying and placing value on the City's streets, sidewalks, curb and gutter, street lamps, storm drains and bridges. This inventory is scheduled for completion in mid February.

Economic Performance – Sales Tax

The City, like most towns our size, relies on the Colorado Department of Revenue to collect its sales tax. This results in a two-month difference between the time the tax is collected by the vendor and it is received by the City. FY2004

sales taxes have been collected and received by the City through the month of November. Year to date performance for the City's taxable sales have improved by 4.1% in comparison with taxable sales through November of 2003. Taxable sales through November 2004 are \$40,679,633 compared to \$39,068,639 during the same period in FY2003. Taxable sales in FY2003 ended 1.6% less than those of FY2002.

Fire Department— Fire Forum

By Keith Buckmiller, *Fire Chief Ten Hundred*By

Greetings from your fire department! I would like to thank you for your support throughout 2004. It was due to your support that we were able to not only fund the purchase of a Zoll 12-lead cardiac monitor, but purchase a second one as well. Having two enables us to respond to back-to-back medical emergencies with full Advanced Cardiac Life Support. This is especially important in that we now have 4 Paramedics on the paid staff and 1 more presently in an Emergency Medical Technician – Intermediate course. We responded to 638 medical emergencies, 29 calls for service and 143 fire incidents.

We have had 2 structure fires in the last three months, both of which started on the exterior of the house and traveled up the exterior wall and into the attic space. Fires of this type accelerate at a greater rate than do room and contents fire that start in the interior portions of the home. Building codes require that the 2 x 4 structural components be covered with a fire resistive material like drywall or lathe and plaster, both of which help contain the heat and smoke generated by the fire. Without a fire restrictive material this is a problem for two reasons. First of all, since there is no barrier (drywall or lathe and plaster) that protects the building's structural components, i.e. studs, floor joists and roof rafters from the properties of heat (radiant, conductive and convective) the wood is easily entered into the burning process. The second problem that occurs is that there are no smoke detectors in the attic space to alert the occupants or neighbors of a fire, so fire advances undetected.

Both fires were attacked and extinguished, but both occupancies were severely damaged and both caused our neighbors (*continued on page 4*)

Public Library

Jan Pratt, *Library Director*

I would like to take a few moments to introduce myself to the community of Manitou Springs. I hail from Oklahoma and have recently moved to the Colorado Springs area with my husband Jeff and two teenagers, Katlin and Matthew. My family moved to Colorado in August of 2004 to start school while I remained in Oklahoma to finish a Masters degree in Library and Information Studies at the University of Oklahoma. I graduated in December 2004 and joined the staff here at the Manitou Springs Public Library in January 2005.

I am enjoying meeting the “regular” library customers and welcome all to stop by the library and introduce themselves and help me learn how the library can be used to meet the needs of this community. This library has an excellent collection of materials on a variety of subjects, the opportunity for customers to access the internet on our public computers and offers programs that help to meet the information and entertainment needs of the community.

I am honored to be part of the excellent staff at the library and look forward to meeting all who make Manitou Springs a great place to live.

The library has seen many changes this past year. The library has offered and continues to offer several programs that are open to the public. The non-fiction Book Group has met regularly on the third Monday of the month at 7 pm and just recently has picked the selections to be discussed for 2005. The Fiction Book Discussion Group met the first Thursday of the month throughout 2004; they have made their 2005 title selections. For more information on joining either group please feel free to call the library at 685-5206.

The Reading Friends, in their 6th year, is a group of concerned adults who help to mentor students from the elementary school twice a week on Tuesday & Thursday afternoons from 3:00 pm until 4:00 pm. The goal of this program is to help a student improve their reading skills and to instill a love of reading and life long learning.

For children, the library has offered pre-school story time each Thursday throughout the year. These story times are geared to children age 5 and under and offer children and parents an opportunity to experience books in a group setting, a chance to sing songs, learn new finger play actives and make a craft that goes along with the story time theme. These story times are open to all who are interested and no registration is required. If you are interested in the theme for each story time you

are welcome to contact Ms. Dianne our story time teacher or any other library staff member.

Ms. Diane also developed a creative, educational and motivational summer reading program for children in elementary and middle school. This program was offered on Friday mornings during June and July. Planning has already begun for summer 2005 centering around the theme “Dungeons, Dragons, and Daring Deeds.” Be sure to mark your summer calendars for these great programs in 2005.

Tuesday evenings have been an opportunity for teens and tweens (students 6th grade and up) to join a student led group of Dungeon and Dragon card play. Play usually begins at 5 pm and lasts until closing at 7 pm. Again, all are welcome.

The library has also seen some facility improvements this year. The library was re-carpeted in September 2004 and we received two new computers to bring the library total up to four internet accessible computers and two computers for children to use. There was also the donation of a beautiful quilt by a group of library supporters to honor Linda Tuttle-Shaw, the past director.

The staff at the library encourages the Manitou Springs community to help us meet your information needs. Please feel free to stop by or call with questions,

Fire Department— Fire Forum (continued)

(continued from page 3) to be displaced from their homes.

Your firefighters work was admirable as they overcame terrain difficulties on Puma Path and high winds on Crystal Park Road to knock the fires down and salvage the personal belongings, so that the families could keep as much of their memories as possible. Unfortunately, this is sometimes the only benefit we can provide.

Your fire department just celebrated its 125 years of “Neighbors Serving Neighbors.” We coupled this celebration with our annual awards and recognition dinner at the Business and Arts Center. Jenny Walters was awarded the Firefighter of the Year because of her outstanding commitment to our various functions and her tenacity in the fund raising for the cardiac monitors. Congratulations Jenny!

I would like to thank the members of the Manitou Springs Volunteer Fire Department for their work, their attitude, and most of all their commitment, without which we would not be able to help you.

Planning Department

By Todd Liming, *Planning Director*

The Planning Department has enjoyed a very active year in 2004 and would like to highlight a few of the projects we have worked on.

Historic Spa Building – Last spring, we received applications for a Major Development, Parking Variance and Material Change of Appearance Certificate (MCAC) to support the mixed-use renovation of the Spa Building. Following the reorganization of the applicants' consultant team (and the temporary withdrawal of these applications), Planning staff has continued to meet with the new development team representing the group that has an option to purchase the building. The Planning Department anticipates re-application in 2005, perhaps as early as this spring.

Manitou Lofts and Shops – In October, the Planning Department issued a building permit application for the balance of the Manitou Lofts and Shops project. The developers have since begun constructing the two freestanding lofts adjacent to the Shoshone Springs Plaza. Earlier this week, an owner announced that construction would begin on the improvements over the former brake testing- garage building within the next several weeks. In the meantime, the Historic Preservation Commission approved a revised MCAC application which represents the 8th approval for this project overall.

329 Manitou Avenue (Building in front of Taos Village) – This mixed-use project was completed earlier this year following the approval of a sign variance. The owners are in the process of leasing professional office space on the first floor and apartments on the second floor.

Crystal Hills East Subdivision – In May, the City Council approved the Final Plat for an 18-acre, 18-lot subdivision located east of Crystal Hills. In November, the City Council approved a modest revision for a water-main realignment. Planning staff continues to review this construction project.

Preservation Awards - In May, Staff hosted the annual Historic Preservation Awards banquet at the Manitou Lofts and Shops site. Awards were presented for the new mixed-use building at 123 Canon Ave., the façade restoration at 807 Manitou Avenue, the re-roofing of the Soda Springs Park Pavilion and the repair and reinstallation of the Eastern Archway project.

Code Enforcement – The Code Enforcement Officer's workload has been substantial. During the year, he responded to over 650 enforcement issues, including a relatively high number of construction projects without building permits (especially last spring), animal control, business license and trash & debris issues. He also serves as our Court bailiff and consequently attended 23 court sessions this year. Finally, he was instrumental in helping the Police, the Public Services and

the Fire Departments in handling numerous emergency assistance matters including a water backflow incident in Crystal Hills.

Building Permits - The Planning Department's review of building permit applications surged forward this year. During 2004, we issued 311 building permit applications. This represents our second most active year for building permit applications, a 15.6% increase over last year, and a very healthy trend for the entire community.

Development Review applications – During 2004, the Planning Department handled 119 development related requests many of which involved one or more public hearings.

Keithley Subdivision – After numerous meetings last spring concerning the developer's compliance with conditions of approval, the City Council imposed a building permit application moratorium within this subdivision subject to the satisfaction of two financial conditions by the developer. Staff has been prepared to release the moratorium since April, but the developer has not yet satisfied the conditions.

Code Revision Project - The Planning Department, together with HB&A, the code revision evaluation consultants, have worked with Council this fall to help prioritize our next steps towards a multi-year effort to revise our Land Use Codes.



329 Manitou Avenue— Office and residential building completed earlier in 2004.



Police Department

By MaryJo Smith, *Police Chief*

The Police Department has gone through many changes in 2004, and we hope to continue the changes into 2005. The most significant changes came from purchasing much needed equipment and training. The department has a total of twenty-two employees. There are fifteen sworn officers, a civilian police clerk, five full time dispatchers, and one part time dispatcher.

The department purchased three MX-26 Taser guns; we replaced and installed shotguns in the patrol vehicles. The City of Colorado Springs Police Department donated ten lap top computers to our department. We purchased a gun safe, a digital camera, 800MHz radios and a color photo printer. Officers received new police Policies and Procedures manuals.

The department received grants that enabled the department to purchase additional equipment. We received a grant for \$1,250.00 through the Colorado Department of Transportation for the Click It or Ticket Campaign. We received a grant for \$8,762.00 through the Department of Defense for night vision equipment. We received a grant for \$1,559.85 through the Bureau of Justice for bulletproof vests. We received a \$3,000.00 grant from the Wal-Mart Corporation for a child restraint program. We received an \$8,000.00 grant through L.E.A.F. for D.U.I. enforcement. We received a grant for \$7,500.00 through the Rural Law Enforcement Block Grant to purchase a traffic speed monitor, software and trailer. There was an additional grant from the "911" Authority Board that will pay for the remodeling of the Communications Center. We are in the process of researching a records management system for the department. The Manitou Springs City Council approved a modular storage facility for the storage of records.

The department is committed to training. Officers received training on MX-26 Tasers, Intoxilyzer 5000EN certification, Patrol Training Officer (P.T.O.) training, Night vision, Methamphetamine certification, First Responders Methamphetamine Lab, Methamphetamine Investigation, Interview and Interrogation, Fourth Judicial District – Search and Seizure, Courtroom Testimony, Emotional Survival for Law Enforcement, Precision Driving, Level 1 Traffic Accident Investigation, Radar Instructor, Radar Certification, Internal Affairs Investigation, Records Release, Sex Offender Registration training, Medical Marijuana training, Standardized Field Sobriety Training and Horizontal Gaze Nystagmus, Identity Theft, Internet Crimes, and Officer Survival.

In 2005, the department will continue with Community Policing being a goal. We look forward to serving the residents, business owners, guests and community in 2005. The officers began using funds from the L.E.A.F. grant over the New Year's holiday. They will have increased D.U.I. en-

In 2005, the department will continue with Community Policing being a goal. We look forward to serving the residents, business owners, guests and community in 2005. The officers began using funds from the L.E.A.F. grant over the New Year's holiday. They will have increased D.U.I. enforcement the night of Carnivale, February 5. We continue to have a strong relationship with School District 14. Master Patrol Officer Mark Gillis/ School Resource Officer has created a great partnership with the school district. There is a comprehensive plan in place in the event of a school crisis. We are working with the Restorative Justice Committee. The committee continues to have meetings to discuss how Restorative Justice may fit into our community. We are working on filling openings for Reserve Officers, Parking Enforcement and making preparations for the summer months activities.

Manitou Springs Public Pool

By Jacqueline Clark, *Aquatics Director*

What a year it has been for the swimming pool in 2004! We had 31,000 people use the pool in 2004, we sold 980 punch cards and 75 memberships. We taught 800 swim lessons and offered 7 swim lesson scholarships.

The rewards for the pool started off with a rummage sale, which raised over \$2,400. Thanks to everyone who worked and donated lots of great things. With the money and help from the school, the pool was able to purchase a new competitive diving board so the High School Dive Team could practice at the pool. This has worked out very well. The High School Mustangs started the season in November and have a 5-0 season record.

The Pikes Peak Marathon used the pool once again this year for showers for the athletes. The pool had over 110 people take showers after the race.

Manitou High School PE classes continue to use the pool for classes to teach safety and improve their swimming skills. The elementary schools in Manitou and Ute Pass have been a great help in transporting the children to the pool for lessons in the afternoon four days a week.

The weight training classes instructed by a personal trainer continues to be a huge success. The pool has been doing this program for one-and-half years.

The Nova Synchronized Team continues to
(Continued on page 7)

Public Services

By John "Kelly" McMinn, *Public Services Director*

Two thousand and four is now behind us, and here (briefly) are the highlights and some low lights of the past year.

After a rather slow start for precipitation, by the time April was upon us we were receiving enough to keep our domestic water supply well above what we were able to use. Then into the summer months, the rains just got heavier and we started wishing it would back off some. As the ground got saturated, runoff increased, and we started losing roads and culverts. The two worst areas for damage were Spring Street and Crystal Hills Blvd. For the time being, the areas in question are open to traffic again, but both spots will require a lot more work this spring. The more positive aspect of the rains was that the parks all greened up well and a lot of drought stressed trees recovered.

Soda Springs Pavilion got a new roof and a new interior paint job; it brightened things up considerably. This year we will paint the exterior, same color scheme, new paint. We have new playground equipment in Memorial Park and the new "sand castle" is still under construction.

Our "organic" experiment at Mansions and Seven-Minute Parks seems to be doing well. It doesn't have that quick green-up that the chemical fertilizers provide, but it's a much healthier option for the children and adults who use the parks. In the long term the turf areas will be better and stronger and won't have the "chemical addiction" that so many lawns have.

The Fields Park (skateboard park) has a new bathroom installed in the "storage structure" and we will be opening it for use very soon. A security camera system will be installed to monitor the area.

Street Department staff has been getting acquainted with the new street sweeper. They are looking forward to some "factory training" that will be provided soon. The new milling machine did not get as much use as anticipated because the rains just kept changing our priorities. Hopefully, this spring we will get serious use out of it.

Last year's overlay budget was spent on, Sutherland Place, Spencer and Cave Avenue, and Mesa Road. Next year, with the passing of the "RTA," we will be doing quite a bit more in square footage, starting with Ruxton Avenue and Crystal Park Road.

Manitou's water supply was in good shape last year, on average we received twice as much water as we were able to use. What water we were not able to use was badly needed by someone else to our east. With a little luck and continuing precipitation. Next year's water situation will be good with no watering restrictions in sight.

Our Water Conservation Committee is still hard at work on a proposed citywide meter replacement program. The

treatment plant operator is starting the new state mandated cross connection control program. Our "routine sewer cleaning" program started off well but was then derailed by an injury in the department forcing some rearrangement of staff to get the meter reading done.



Manitou Springs Public Pool (continued)

(continued from page 6) train hard at the pool four times a week.

The Special Olympic Swimming team has made the Manitou Pool their training pool for 2005. They will start in March for 10 weeks. What a great opportunity for our community!

The year of 2004 has been a year of improvements. It started with the new heating and ventilation system for the locker rooms. All swimmers greatly appreciate the warmth. The outdoor pump house was painted and all the old boards have been replaced. The new filtration system is doing a great job. No more leaks or flooding of the decks. Both locker rooms got a face lift with new paint, the wood ceiling was sealed, plastic changing stalls installed, and new tile put in the showers. What a difference this has made!!!!!!!!!!

The pool also received a grant for new playground equipment in Schryver Park; thanks to Betsey Miller for all her hard work on the grant writing.

Without the help and support of all staff, and community involvement all these accomplishments would not be possible. Thank You.

The Manitou Pool Staff looks forward to 2005.